

Attachment B

512.101 Beginning Farmer or Rancher Administrative Review Letter

[Date]

[Name and address of participant]

Dear [participant name]:

According to our records, you certified that you are a beginning farmer or rancher on your [insert contract year] [insert program name (program abbrev.)] application for the subject contract. This status made you eligible for higher payment rates, funding preference, or both.

Your certification has been randomly selected for review. In order to verify your status, we are asking that you provide documentation that confirms your eligibility as a beginning farmer or rancher.

Within 30 calendar days, please provide one Internal Revenue Service (IRS) Form 1040 from the last 10 years ([specify years: BFR is based on the last 10 full calendar years before start of the contract fiscal/program year]) showing that you did not file an IRS Form 1040, Schedule F.

Failure to provide the requested information will result in the loss of your eligibility in [program abbrev.] as a beginning farmer or rancher. If the information you provide fails to support your eligibility, I will notify the State Conservationist, who will take appropriate action.

Please provide the requested information within 30 calendar days of the date of this letter, but no later than [insert date due]. This is simply a request for you to provide the required information and is not an adverse decision. If necessary, you will be notified of an ineligibility determination and given appeal rights if an adverse decision results from your failure to provide the needed documentations.

Thank you for your assistance in this matter. If you have any questions, please let me know.

Respectfully,

[Enter DC name]
District Conservationist